



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL BASE SAN DIEGO
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SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 5450.8Q CH-1

N00

25 Apr 14

NAVBASESANDIEGO INSTRUCTION 5450.8Q CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Base San Diego

Subj: NAVAL BASE SAN DIEGO (NBSD) INFORMATION HANDBOOK

Encl: (1) Revised paragraph 715

1. Purpose. To transmit changes, which revise unaccompanied housing policies and eligibility criteria, as well as add a request chit flow chart.
2. Action. Remove paragraph 715 of the basic instruction and insert enclosure (1).

A handwritten signature in black ink, appearing to be "D. P. Keck", is written over a horizontal line.

D. P. KECK
Acting

Distribution:

<https://g2.cnid.navy.mil/cnichq/pages/default.aspx>

715. Berthing

a. Unaccompanied Housing (terminology changed from Bachelor Housing (BH) to Unaccompanied Housing (UH) JAN 2011). Single Enlisted personnel E1-E4 from shore based activities and tenant commands supported by Naval Base San Diego (NBSD) are authorized berthing in UH. Students are berthed in a Dormitory for the duration of their training. Shipboard or Homeport Ashore (HPA) single servicemember, in pay grades E1-E4 are authorized quarters upon availability. Shipboard commands or the service member may submit hardcopies of their requirements to Unaccompanied Housing, Bldg. 3663, Central Assignments. The requirements are:

- (1) Special Request Chit NAVPERS 1336/3 approved by servicemember's Commanding Officer.
- (2) Servicemember's Leave and Earnings Statement (LES).
- (3) Application for Unaccompanied Housing Form (local).
- (4) A copy of the member's orders to the unit/command.

Shipboard commands may send the above information (packages) encrypted via AMRDEC (Safe Access File Exchange Delivery) (<https://safe.amrdec.army.mil/safe>) to Shelton.diunugala@navy.mil, Abegail.toledo@navy.mil or Michael.dalvano@navy.mil. Commands desiring further information should contact Central Assignments, 619-556-1077 or 619-556-1037.

b. Public Private Venture (PPV)

(1) The UH Housing Authority (HA) is responsible to verify servicemember eligibility for UH prior to referral or placement on the PPV wait list for Palmer Hall and Pacific Beacon. To be considered eligible, E4 and below unaccompanied applicants shall submit a Special Request Authorization Form (NAVPERS Form 1336/3) approved by the applicant's Commanding Officer. Additionally, all applicants must:

(a) Be able to reside in UH or PPV for (Pacific Beacon: one year) (Palmer Hall: six months) before their Projected Rotation Date (PRD) and/or Expiration of Active Obligated Service (EAOS). UH government has no minimum time requirement.

(b) Not be scheduled for an extended deployment (greater than 90 days) for the next six months (extended deployment terminates eligibility for housing). This criterion applies only to Palmer Hall referrals and not to Pacific Beacon prospective residents.

(c) Be willing to enroll in an allotment program for rental payments.

(d) Be eligible to collect partial Basic Allowance for Housing (BAH) (not collecting BAH Differential or BAH at the "With Dependents Rate").

c. Upon verification of eligibility, the UH Housing Referral Services (HRS) staff will provide guidance and counseling to unaccompanied servicemember regarding responsibilities associated with living in privatized housing.

d. The UH office located in Bldg. 3663 Administration will manage the wait list of eligible personnel, and when notified by the PPV Property Manager that space is available, will refer the next eligible candidate to Palmer Hall and Pacific Beacon PPV. Service members will not be assigned but rather referred to privatized housing by UH HRS. PPV Property Management/Staff will provide leasing agreement contracts and assignment to PPV upon acceptance by the service member.

e. Issuance of non-availability certification and approval for BAH is delegated to the UH Director and his UH Assistant Manager. NAVADMIN 072/12 will provide eligibility guidance for junior single servicemember E1-E4.

Unless occupancy of available on-line UH is 95% or greater, or where space is unavailable in UH to store member's Table of Allowance (TOA) gear, authorization of BAH for members in paygrades below E5 is prohibited. E4 servicemember residing in the community will not be involuntarily assigned to UH until they receive PCS orders authorizing movement of household goods. The below flow chart provides guidance and proper documentation to request BAH.

Unaccompanied Housing (UH) Basic Allowance for Housing (BAH) *Request Chit Flow Chart*

